



DEPARTMENT OF THE NAVY  
COMMANDER NAVY REGION SOUTHWEST  
937 NO. HARBOR DR.  
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 5340.7G  
NAVMCREL  
7 September 2000

COMNAVREGSW INSTRUCTION 5340.7G

Subj: NAVY-MARINE CORPS RELIEF SOCIETY ANNUAL CALL FOR  
VOLUNTARY CONTRIBUTIONS

Ref: (a) SECNAVINST 5340.1D

1. Purpose. To establish a rotational policy for conducting the annual Navy-Marine Corps Relief Society Fund Drive authorized by reference (a), and to establish an Executive Committee.

2. Cancellation. COMNAVBASESANDDIEGOINST 5340.7F

3. Background. The annual fund raising campaign for the Navy-Marine Corps Relief Society is normally conducted during the period 1 - 31 March each year. The purpose of the annual campaign is twofold:

a. To disseminate information about the services and assistance available from the Navy-Marine Corps Relief Society.

b. To obtain funds essential for the Society to provide the necessary assistance and services.

4. Responsibility

a. The responsibility to serve as Fund Drive Chairman will rotate among the following commands.

2001: Commander, Naval Surface Force, U.S. Pacific Fleet  
2002: Commander, Naval Air Force, U.S. Pacific Fleet  
2003: Commanding General, Marine Corps Recruit Depot, San Diego  
2004: Commander, Navy Region Southwest  
2005: Commander, Naval Medical Center, San Diego  
2006: Commander, Space and Naval Warfare Systems Command

b. An Executive Committee, consisting of the Commander, Commanding General, or designated representative from each

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command listed in paragraph 4a, as well as Commander, Naval Special Warfare Command and Commander, Marine Corps Air Bases Western Area, will serve in an advisory role to the Chairman for the conduct of the annual fund drive. The COMNAVREGSW Public Affairs Officer shall also serve as an assistant to the Executive Committee to coordinate publicity.

5. Accountability

a. In order to establish proper internal financial controls, the Chairman will appoint a Treasurer to account for funds collected during the fund drive, and to prepare the required interim and final reports.

b. Upon completion of the fund drive and submission of the final report to the Navy-Marine Corps Relief Society San Diego, the fund drive Chairman will conduct a turnover with the succeeding Chairman.

6. Action

a. The Chairman will conduct the fund drive campaign within the guidelines promulgated by reference (a).

b. The Chairman will call meetings of the Executive Committee, as required to promulgate information pertaining to the organization, administration and progress of the fund drive.

  
F. R. RUEHE

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